

Out-Processing Fort Bragg Retirement or Separations

Military Personnel Division

Version Number 1 As of 08 JUL 2020



Agenda

- ✓ Out-Processing Appointment Form
- ✓ ICE Comment Card
- ✓ DA Form 137-2 (Installation Clearance Record)
 - Section A- Personnel Data
 - Section B- Installation Standard Clearances
- ✓ Defense Military Pay Office (DMPO) Finance Separation Pay Brief
- ✓ DA Form 137-2 (Last Stops)
 - ETS & Administrative Separations
 - Retirements
- ✓ Activities & Locations
- ✓ DA Form 137-2 (Page 3)
- ✓ Final & Pre-Clearance Stamp
- ✓ Documents Needed to Clear Installation
- ✓ Important Notes
- ✓ Contact Info





Ft. Bragg Out-Processing Appointment Form

FT BRAGG OUT-PROCESSING APPOINTMENT FORM

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Assistance. b TDY associated with this PCS? y Yes No C TDY and Return FOR OFFICE USE ONLY APPOINTMENT DATE SCHEDULED BY C TAKE NOTE! HAW AR 600-8-101 and Ft Bragg Reg 600-8-101 You have 10 calendar days to clear the installation. Packets expire after 30 days. AW AR 600-8-101, installation clearance papers are only valid for 30 days from the date initialized/re- initialized. After expiration new clearance papers are only valid for 30 days from the date initialized/re- initialized. After expiration new clearance papers are only valid for 30 days from the date initialized/re- initialized. After expiration new clearance papers must be initiated and issued.			_		
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HOME					
	HOME				

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Today's date



ICE Comment Card

DHR, Out-Processing Section, Personnel Services Branch Comment Card

Let us know how we are doing!

What is the purpose of your visit? (check one)	0	Attend outprocessing b	Schedule an appointment Attend outprocessing briefing/receive clearance papers Receive Pre-Clear/Final Clearance Stamp				
What is your status (circle one)		ACTIVE DUTY	NATIONAL GUARD	RESERVES			

Customer Service:

Did our assistance help you better understand clearan	ce procedui	es?	0	YES		0	NO	0	N/A
Facility Appearance.	0	Excellent	OG	bood	O OK	0	Poor	0	Awful
Employee/Staff Attitude:	0	Excellent	00	Good	Оок	0	Poor	0	Awful
Timeliness of Service:	0	Excellent	OG	bood	OOK	0	Poor	0	Awful
Hours of Service.	0	Excellent	00	Good	Оок	C	Poor	0	Awfu
Did the product or service meet your needs?			0	YES	0		NO	0	N/A
Satisfaction:									
Were you satisfied with your overall experience?			0	YES	(С	NO	(N/A

Comments & Recommendations for Improvement:

If you would like a response, please check the Response Requested checkbox and enter your name and your phone number and/or your email below. Unless a response is requested, name, phone and email are optional.

Response Requested

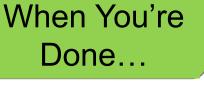
USE YOUR SMARTPHONE OR CODE IF DESIRED TO SUBMIT COMMENTS USING YOUR PHONE.

Name: (optional)

Phone: (optional)

Email: (optional)_





How Can We Make Your Experience Better?



Tell Us

How You

Feel!!

Privacy Advisory: The information you provide will be used to improve our service. The contact information, if you provide any, will only be used to respond to your request for information. If you do not provide any contact information, your identify will remain unknown. However, all comments will be reviewed whether or not you identify yourself.

*Included in your out-processing packet.



Email: usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil 4 of 17

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DA Form 137-2 (Installation Clearance Form)

✓ Your Clearance Papers are unique to you!

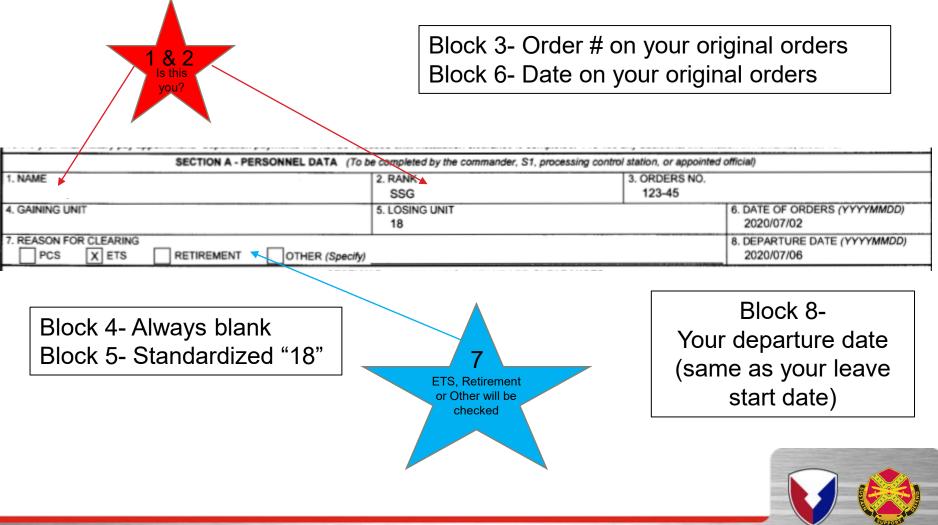
	INS	TALLATION CLEARANCE RECORD			<mark>1234</mark>				
	G-1								
	DATA	REQUIRED BY THE PRIVACY ACT OF 1974			4				
AUTHORITY: PRINCIPAL PURPOSE	AUTHORITY: Section 301, Title 5, USC. PRINCIPAL PURPOSE: To ensure Soldier readiness before PCS. To complete clearance verification before transition from active duty, transfer to another Service or Component, separation, discharge, or retirement.								
ROUTINE USES:		To ensure that debt to the government and its instrum y, separation or retirement. Forms will not be disclosed							
DISCLOSURE:	Disclosure is voluntary; however, failure to complete the	is form may result in only partial payment of final pay.							
responsibility to complet your final pay pending w personnel. Activities ma	INSTRUCTIONS TO THE SOLDIER: This out-processing packet is designed to assist you and the installation in completing your final clearance as accurately and expeditiously as possible. It is your responsibility to complete this checklist properly. If you are separating or retiring from the Active Army, failure to complete this checklist correctly and entirely will result in you receiving 55 percent of your final pay pending verification by DFAS of any outstanding debts. Activities marked with an @ require clearance for all Soldiers separating or retiring from the Active Army, including AGR personnel. Activities marked with an asterisk (*) require clearance for Soldiers departing on PCS. Activities not marked will be cleared per installation instructions. This checklist must be completed before your final military pay appointment. Separation payments will not be released until installation clearance is completed. Provide any additional information in Remarks, block 16.								
	SECTION A - PERSONNEL DATA (To b	e completed by the commander, S1, processing control	station, or appointed	official)					
1. NAME									
4. GAINING UNIT	6. DATE OF ORD 2020/07/02	ERS (YYYYMMDD)							
7. REASON FOR CLEAR	8. DEPARTURE D 2020/07/06	ATE (YYYYMMDD)							

Put the last four of your Social Security Number in the upper right-hand corner of the form.

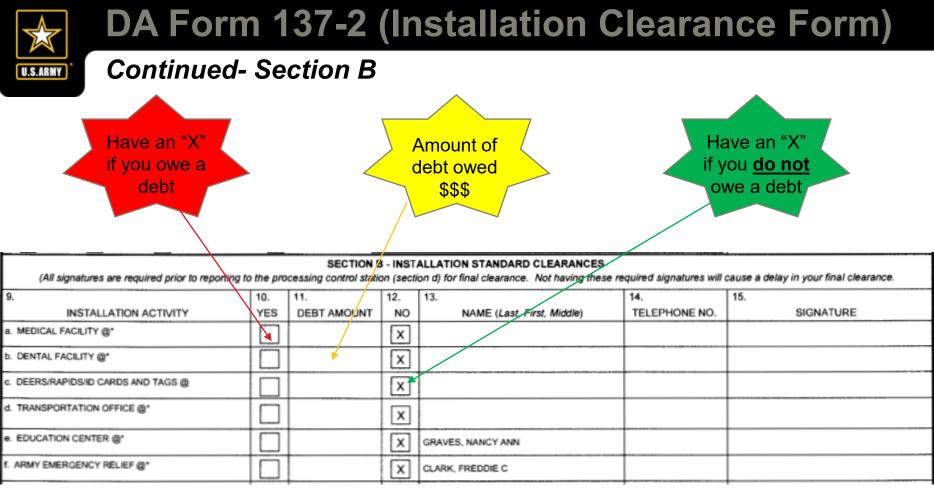




✓Your Clearance Papers are unique to you!



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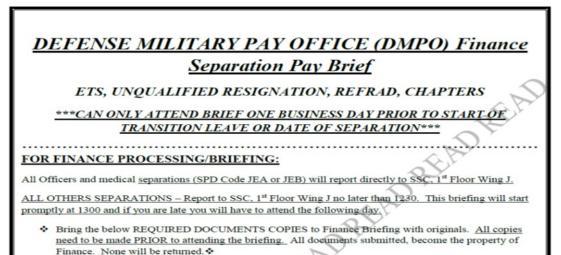
- ✓ Block 13-
 - If there is a name, you have been pre-cleared by that organization/agency.
 - If it is blank, you still have to clear that organization/agency.





Defense Military Pay Office (DMPO)*

Separations Pay Brief Sheet



✓ Retirees, Officer & Medical Separations will receive a one-on-one briefing from their counselor.

• All others will attend the finance briefing.

✓When to attend the briefing:

 (1) duty day prior to your leave start date or your last day of service if not taking leave









ETS / Administrative Separations Only

Last Stops

	01, 0200 m 42 m (g	 			l-			
	t. DOD CHILD NUTRITION OFFICE @*	X						
3)	u. FINAL CLEARANCE STAMP (LAST STOP) MUST HAVE EVERYTHING CLEARED @*	X						
	v. M-2 (SERVICE MEMBER BEHAVIORAL HEALTH/DRUG AND ALCOHOL) @*	X						
	 w. Has the Soldier completed Soldier for Life- Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @ 							
	x. MEDICAL ONE STOP (PDHRA/PHA/SHPE)BASEMENT/ GROUND FLR SSC @*	X						
2)	y. OUT-PROCESSING CONTROL STATION (ETS, RETIREMENTS, CHAPTERS ONLY) @*	X						
	z. PERSONNEL SERVICES (PSB) RECORDS REVIEW, 2ND FLR, WING D, RM 266 (SEP/ETS/RET) @	X						
	16. REMARKS:							
		 SECTION	MUTADY	PAY PROCESSING				
	17. MILITARY PAY CLEARANCES	 SECTION	MILITART	FATFROCESSING				
	a. DEFENSE MILITARY PAY OFFICE	b. NAME (Last, First, M	iddle)	c. TELEPHONE NO	d.	SIGNATURE	E	e. DATE (YYYYMMDD)
1)	(1) Travel Pay Processing @*							
	(2) Separation Pay Processing @							
	(3) Debt Processing @							

✓ Your last (3) stops are:

• ETS & ADMINISTRATIVE SEPARATIONS ONLY-

Stop 1: Section 17- Military Pay Clearance (Finance)

Stop 2: Section 9- Out-Processing Control Station (Window 1, 1st Floor, SSC)

Stop 3: Final Clearance Stamp- LAST STOP (Transition- 2nd Floor, Wing B)





Retirements Only

Last Stops

	01, 0100 m 16 m 18	 						
	t. DOD CHILD NUTRITION OFFICE @*	X						
2)	u. FINAL CLEARANCE STAMP (LAST STOP) MUST HAVE EVERYTHING CLEARED @*	X						
	v. M-2 (SERVICE MEMBER BEHAVIORAL HEALTH/DRUG AND ALCOHOL) @*	X						
	w. Has the Soldier completed Soldier for Life- Transition Assistance processing? Exit Survey/DD Forms 2648/2648-1 and 2958 (USAR only) @							
	x. MEDICAL ONE STOP (PDHRA/PHA/SHPE)BASEMENT/ GROUND FLR SSC @*	X						
1	y. OUT-PROCESSING CONTROL STATION (ETS, RETIREMENTS, CHAPTERS ONLY) @*	X						
	 PERSONNEL SERVICES (PSB) RECORDS REVIEW, 2ND FLR, WING D, RM 266 (SEP/ETS/RET) @ 	X						
	16. REMARKS:							
		SECTION O	- MILITARY	PAY PROCESSING				
	17. MILITARY PAY CLEARANCES							
<u>2</u>	a. DEFENSE MILITARY PAY OFFICE	b. NAME (Last, First, N	(iddle)	c. TELEPHONE NO	d.	SIGNATURE	E	e. DATE (YYYYMMDD)
3	(1) Travel Pay Processing @*							
	(2) Separation Pay Processing @							
	(3) Debt Processing @							

✓ Your last (3) stops are:

• **RETIREMENTS ONLY-**

Stop 1: Section 9- Out-Processing Control Station (Window 1, 1st Floor, SSC)

Stop 2: Final Clearance Stamp (Retirement Services Officer)

Stop 3: Section 17- Military Pay Clearance- LAST STOP (Finance)



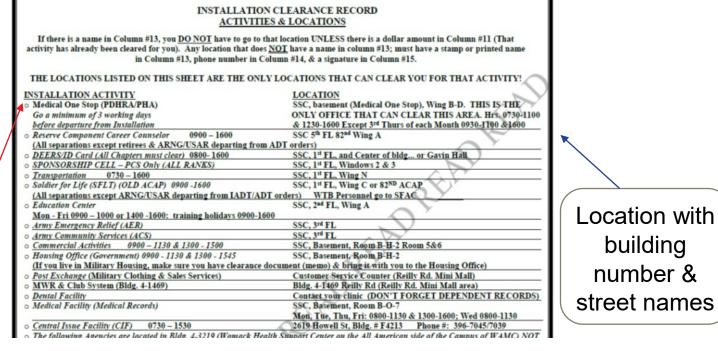


Activities & Locations*



(Hours may have changed due to COVID-19 outbreak.)

HOME





Almost all places are in the SSC; only a few are not!

*Included in your out-processing packet.



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DA Form 137-2 (Page 3)

Installation Clearance Record

✓ Shortest section of your clearing papers

NAME:		RAN	K: 58	G ORDERS N	O: 123-45	
	5	ECTION B - INSTALLA	TION S	TANDARD CLEARANCES (Continued)		
9. INSTALLATION ACTIVITY	10. YES	11. DEBT AMOUNT	12. NO	13. TYPED NAME	14. TELEPHONE NO.	15. SIGNATURE
aa. POST EXCHANGE (MILITARY CLOTHING AND SALES - RILEY MINI MALL) @*			x			
ab. UNIT RECORD PICK-UP (PERSTEMPO) (UNIT S1) (PINS) *			X			
HOME		on't fo ear the Bloc	it	ems in)		

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Final & Pre-Clearance Stamp*

U.S.ARMY		
	FINAL & PRE-CLEARANCE STAMPS Monday – Friday (0900 - 1130 and 1300 - 1630) SSC, 1 st Floor, WINDOW#1 (ACROSS FROM ID CARDS)	
	IMPORTANT ADDITIONAL CLEARANCE INFORMATION	
Documents Needed at Window 1:	***IAW AR 670-1, Chapter 3 and Fort Bragg Reg 600-8-101, Chapter 3, and para 3-1j) all out-processing must be completed in duty uniform. Physical training garments are not duty uniforms. <u>Clearing papers are only</u> valid for 30-days from date initialized. Units CANNOT sign Soldiers out on leave until all clearing is completed & Soldier has received "FINAL CLEARANCE STAMP" from Installation (AR 600-8-10). <u>All</u> activities must be cleared prior to receiving FINAL CLEARANCE STAMP *** Separations that require an Escort must be in the grade of E5 or above & are required to be with Soldier & in duty uniform at all times during Installation clearance process. If Soldier separating is an NCO or Officer, escort must be one rank higher. The following separations <u>require</u> an escort at all times: Chapters 5-13, 7, 9, 10, 11, 13, & 14.	Out-Processing Control Station (Window 1) is located across from the ID
	Required documents to obtain your Pre-Clearance or Final Stamp: (YOU MUST HAVE ALL BELOW DOCUMENTS THAT PERTAIN TO YOUR TYPE OF DEPARTURE.)	Card Facility.
	 PCS CONUS (Stateside): #1 thru #6.a PCS OCONUS (OVERSEAS): #1 thru #6 Separations: #1 thru #5 & #7. ALL - Completed ORIGINAL Installation Clearance Record (DA Form 137-2, dated June 2010); include packet cover sheet titled "Out-Processing Appointment Request Form". 	(Hours adjusted to 0900-1130 and
All Soldiers:	2. ALL - Approved DA Form 31 (Request & Authority for Leave).	1300-1600 due to
Items 1-5 & 8 🧲	3. ALL - Orders & any amendments	COVID-19 outbreak.)
	 ALL - Completed ORIGINAL Unit Clearance Record (<u>DA Form 137-1, dated June 2010</u>). Form is provided by Unit S1. ALL BLOCKS MUST BE COMPLETED, ESPECIALLY SIGNATURE BLOCKS. 	
Retirement:	 ALL - <u>DD Form 93</u> (Record of Emergency Data) & <u>Service Member Group Life Insurance Elections &</u> <u>Certificate</u> (SGLV Form 8286), PCS – within 12-months of orders report date & digitally signed with CAC; Separations - within 6-months of separation date & digitally signed with CAC. 	
Above items &	6. All PCS and Retirements need PERSTEMPOS.	
item 6	7. PCSing OCONUS (Outside Continental United States/Overseas) - completed <u>Anti-Terrorism Awareness Level I</u> <u>Training within 6-months</u> of orders report date & all accompanying dependents 14 - years of age or older must complete prior to arrival at OCONUS location (https://jkodirect.jten.mil) Including Alaska & Hawaii.	
	 Separating Soldiers - Completed <u>DD Form 2648</u> (Pre-Separation Counseling Checklist for Active Component Service Members) provided by ACAP. (Does not apply to ARNG/USAR Soldiers separating from Active Duty, ADT, 	
HOME	ADT, MOB COADOS, etc.) *Included in your out-processing packet.	

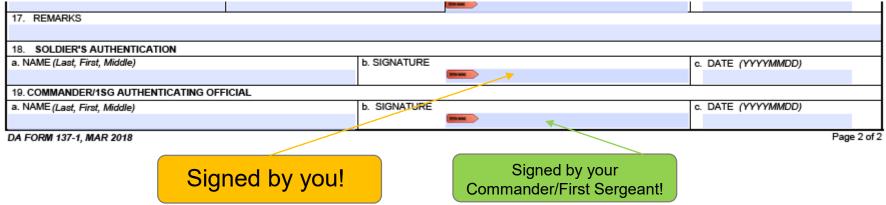
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Documents Needed to Clear Installation

✓ DA Form 137-1 (Unit Clearance Record)

• Ensure all sections are cleared at your unit and signed



✓ DA Form 137-2 (Installation Clearance Record)

✓Copy of separation orders with all amendments

✓ Approved DA Form 31 (Request and Authority for Leave)

- Signed by the service member, supervisor, and approving official
 - Permissive TDY signed by an O-5 or above





Continued

- ✓DD Form 93 (Record of Emergency Data)
 - Updated within the last 6 months and digitally signed with CAC service member and unit S-1
- ✓ SGLV 8286 (Service Member Group Life Insurance Elections & Certificate)
 - Updated within the last 6 months and digitally signed with CAC service member
- ✓ Retirees need their PERSTEMPO Deployment History provided by your unit S-1.





- ✓ Go to the Medical Facility in the basement of the SSC; Follow the Green Line. Do not go to your Medical Clinic.
- ✓ Go to your Dental Clinic.
- ✓ Go to the Education Center at the BTEC; Located at the corner of Randolph and Knox Streets.
- ✓ Don't forget separation physicals are mandatory. All separation physicals exceeding 30 days require an extension on DA Form 2697.
- ✓ ID Card Section requires two forms of identification. https://home.army.mil/bragg/index.php/my-fort-bragg/all-services/id-carddeers-office
- ✓ For SFL/TAP, you need a copy of your DD Form 2648 digitally signed by you, your counselor, and unit Commander.







Thank you for visiting Fort Bragg, NC! "You're almost out of here!"



Have Questions???

Come see us at:

Soldier Support Center, 2nd Floor, Wing D, Rm 261 between the hours of 1300-1430 daily except federal holidays

Or Email us at:

usarmy.bragg.imcom-atlantic.mbx.bragg-smd@mail.mil

